1992 EDITION

LIBRARY CONSUMER RESOURCES

Alberta

CONSUMER AND CORPORATE AFFAIRS

LIBRARY CONSUMER RESOURCES

1992

Resource Centre

Alberta Consumer and Corporate Affairs

Published by Resource Centre,
Alberta Consumer and Corporate Affairs
c1992

The National Library of Canada has catalogued this publication as follows:

Main entry under title:

Library consumer resources

Began with 1987 issue.
Annual.
ISSN 0847-4508

1. Consumer education--Bibliography--Periodicals.
2. Consumer protection--Bibliography--Periodicals.
I. Alberta. Consumer and Corporate Affairs. Resource Centre

Z7164.C92L43 016.3813'3

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92-04869/

INTRODUCTION

This edition of *Library Consumer Resources* contains a listing of the most up-to-date publications available in the field of consumerism.

It is designed to assist librarians in identifying consumer materials considered to be useful additions to a public library collection. Items selected were chosen from publications available in the Resource Centre. All materials listed are still in print and complete ordering information has been provided for each entry, *although prices quoted are an estimate only*. Canadian material is indicated by an asterisk.* To purchase any of the materials listed, consult the publishers, producers and suppliers index for addresses, or contact your local book store.

The section on *Associations and Organizations* contains a directory of selected Canadian agencies active in the consumer field. Whenever possible, Edmonton and Calgary addresses are provided.

All circulating materials may be borrowed from the Resource Centre for preview purposes. Borrowers are responsible for the prompt return of materials and for all return mailing costs.

To borrow materials or to obtain copies of *Library Consumer Resources* please contact:

Alberta Consumer and Corporate Affairs
Resource Centre
22nd floor, 10025 Jasper Avenue
EDMONTON, AB
T5J 3Z5
422-2010

Hours of Operation:
Monday - Friday
8:15 a.m. - 4:30 p.m.

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1 SOURCES OF FREE AND INEXPENSIVE MATERIALS

Alberta Agriculture. ***Publications List.***
Edmonton: The Department, annual.

Covers a variety of household topics, agricultural pamphlets, and information sheets.

Available from: Alberta Agriculture Publications
Cost: Free

Selected U.S. Government Publications.
Washington, DC: Superintendent of Documents, irregular.

Complete ordering information is provided for U.S. federal publications of interest to the public.

Available from: Superintendent of Documents
Cost: Free

Several government agencies and organizations regularly issue news releases and fact sheets of interest to consumers. The following is a selected list of sources:

Canadian Standards Association
178 Rexdale Blvd.
Rexdale, ON
M9W 1R3

Consumer and Corporate Affairs Canada
Backgrounders on various subjects
50 Victoria Street, Place du Portage
Hull, PQ
K1A 0C9

Retail Council of Canada
"Information Service"
Suite 600, 210 Dundas Street W
Toronto, ON
M5G 2E8

A CBC television program, "Marketplace", publishes fact sheets on a variety of topics. Send a self-addressed, stamped, business-size envelope to:

Marketplace
Box 2000 Station A
Toronto, ON
M5W 2A2

The listing of *Associations and Organizations* which appears in this booklet provides additional contact suggestions.

2 DIRECTORIES

Consumer Directory. The Hague, Netherlands: International Organization of Consumers Unions, annual.

An international guide to government and private consumer organizations working on consumer issues.

Available from: IOCU Central Office
Cost: $18.00

****Directory of Associations in Canada.*** Toronto: Micromedia Ltd., annual. (ISSN 0316-0734)

A directory of active non-governmental associations in Canada, includes addresses for branches, chapters and regions. The subject index classifies associations by types of activities.

Available from: Micromedia Limited
Cost: $180.00

****A Guide to Government Grants in Alberta.*** Edmonton: Oakdale Publishing, annual.
(ISBN 0-9692836-0-1)

A descriptive guide to the federal and provincial grants available to Albertans. Includes information on how to apply for a grant.

Available from: Oakdale Publishing Co.,
Division of Spectrum
Marketing Corporation

Cost: $29.95

U.S. Office of Consumer Affairs. ***Consumer's Resource Handbook.*** Pueblo, CO: Consumer Information Centre, annual.

An American consumer assistance directory of use to Canadians. Lists corporate consumer contacts, Better Business Bureaus and Federal agencies. Includes information on how to be a smart consumer, how to handle complaints and how to avoid purchasing problems.

Available from: Consumer Information Centre
Cost: Free

Wasserman, P., and Morgan, J., ed. ***Consumer Sourcebook.*** Detroit: Gale, annual.
(ISSN 0738-0518)

Directory of U.S. organizations, government agencies, media services and companies.

Available from: Gale Research
Cost: $185.00

3 STATISTICAL SOURCES

While Canadian almanacs are good sources of statistics, the chief supplier is Statistics Canada. A single copy of their annual catalogue describing their publications and prices is available for $10.00 by contacting:

Statistics Canada
Publications Sales and Service
Ottawa, ON
K1A 0T6

For information about the *Consumer Price Index* or any other Statistics Canada publication, contact:

Statistics Canada
8th floor, Park Square
10001 Bellamy Hill
Edmonton, AB
T5J 3B6
495-3027

Following is a selected list of Statistics Canada publications of interest to consumers:

62-001 ***Consumer Price Index*** (Monthly)
Bilingual. First issue, January 1935.
(ISSN 0703-9352)$8.90 a copy; $89.00 per year.

62-010 ***Consumer Price and Price Indexes***
(Quarterly) Bilingual. First issue, December 1975.
(ISSN 0380-691X)$17.25 a copy; $69.00 per year.

For other statistical information contact:

Alberta Bureau of Statistics
Suite 600 Park Plaza
10611 - 98 Ave.
Edmonton, AB
T5K 2R7
427-3058

Agricultural Prices and Indexes. Farm Input Prices and Retail Food Prices in Edmonton and Calgary (Monthly)

Available from: Alberta Agriculture
Statistics Branch

Cost: Free

4 PERIODICALS AND NEWSLETTERS

CSA and the Consumer (Quarterly)
CSA Consumer Editor
178 Rexdale Boulevard
Rexdale, ON
M9W 1R3 — Free

Canadian Consumer (Monthly)
Consumers' Association of Canada
49 Auriga Drive
Ottawa, ON
K1G 3T9 — $25.00

Canadian MoneySaver (9 x year)
Canadian Money Saver Inc.
Box 370
Bath, ON
K0H 1G0 — $17.00

Choice (Monthly)
Australian Consumer's Association
57 Carrington Road
Marrickville, N.S.W. 2204
Australia — $56.00 Australian

Consumer Close-Ups (9 x year)
Consumer Economics & Housing
Van Rensselaer Hall
Cornell University
Ithaca, NY 14853 — $10.00 U.S.

Consumer Reports (Monthly)
Consumers Union
Subscription Department
P.O. Box 5300
Boulder, Colorado
80322 - 3000 — $24.00 U.S.

Consumer Times (Intermittent)
Saskatchewan Family Foundation
Box 3000
Regina, SK
S4P 3V7 — Free

Consumers Union News Digest (Bimonthly)
C.U. News Digest
Box 2029
Norwalk, CT 06852 — $48.00 U.S.

FDA Consumer (10 x year)
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402 — $15.00 U.S.

Family Economics Review (Quarterly)
Superintendent of Documents
Government Printing Office
Washington, D.C. 20402 — $6.25 U.S.

Gold Book of Used Car Prices (Monthly)
Sanford Evans Communications
1077 St. James Street
Box 6900
Winnipeg, MB
R3C 3B1 — $90.00

Journal of Consumer Research (Quarterly)
Journal of Consumer Research
Graduate School of Management
632 TNRB
Brigham Young University
Provo, Utah 84602 — $81.00 U.S.

Money (Monthly)
Money
Box 54429
Boulder, CO 80322-4429 — $33.95 U.S.

Sound and Vision (Bimonthly)
Chimo Media Ltd.
250 The Esplanade, 5th Floor
Berkeley Castle
Toronto, ON
M5A 1J2 — $10.00

Which (Monthly)
Consumers Association
Castlemead, Gascoyne Way
Hertford, England
SG141LH — £39

Zillions (Bimonthly)
Consumers Union
Box 54832
Boulder, CO 80322 — $11.95 U.S.

5 PERIODICAL INDEXES

Consumers' Index to Product Evaluations and Information Sources (Quarterly)

The standard guide to product tests and evaluations. More than 100 magazines are indexed, with information arranged by broad topic headings.

Available from: Consumers' Index
P.O. Box 1808
Ann Arbor, MI 48106

Cost: $188.00 annually U.S.

Each issue of ***Canadian Consumer*** and ***Consumer Reports*** magazines contains a cumulative index to articles and test reports.

Publications such as the ***Canadian Periodical Index***, ***Canadian Magazine Index***, and the ***Canadian Business Index*** are also useful for obtaining relevant articles on consumer topics.

6 BUYING GUIDES

Canadian Toy Testing Council.** ***Toy Report. Ottawa: Toy Testing Council, 1990. (ISBN 0-919235-174)

This book reports on in-home tests of most toys on the Canadian market. Listings include age range for the toy, its price and comments. A very useful guide.

Available from: Canadian Toy Testing Council
Cost: $8.95

Consumer Reports. ***Toy Buying Guide*** Mount Vernon, N.Y.: Consumers Union, 1988. (ISBN 0-89043-091-8)

Buying guide based on a survey of more than 12,000 households. Rates hundreds of toys based on reports by toy safety experts.

Available from: Consumers Union
Cost: $9.00

Consumers Union. ***Consumer Reports Buying Guide.*** Orangeburg, NY: Consumers Union, annual. (ISSN 0010-7174)

The December issue of *Consumer Reports* magazine is the annual compilation of test reports from the previous year's issues.

Available from: Consumers Union
Cost: $6.95 for guide, or available with subscription to Consumer Reports.

Jones, Sandy. ***Guide to Baby Products.*** 2nd. ed. Mount Vernon: Consumers Union, 1989. (ISBN 0-89043-331-3-1)

Provides up to date buying advice on most baby products. Includes price guidelines, Consumer's Union recommendations and brand name ratings.

Available from: Consumers Union
Cost: $11.50

Parker, R. Wayne. ***The Computer Buyer's Handbook, How to Select and Buy Personal Computers.*** Seattle, Fast Forward Pub., 1991. (ISBN 0-9627370-6-2)

This handbook was written for the millions of computer shoppers today who need a sourcebook of reliable up-to-date advice on buying computers.

Available from: Fast Forward Publishers
Cost: $18.95

Pearson, Olen R. ***Personal Computer Buying Guide, Foolproof Advice on How to Buy Computer Software and Hardware.*** Mt. Vernon: Consumers Union, 1990. (ISBN 0-89043-336-4)

Comprehensive and easy to understand, this book provides you with the seven basic steps to PC buying that help you buy only what you need, avoid costly mistakes and get the most from your investment.

Available from: Consumers Union
Cost: $10.95

Consumer Guide magazine also publishes a number of specialty buyer guides. The publication quality, however, varies, and many of the guides provide descriptive information rather than critical evaluations.

7 CONSUMER BOOKS AND PAMPHLETS

General

***Alberta Consumer and Corporate Affairs. *Moving Out*.** Rev. ed. Edmonton: The Department, 1988.

A colourful, self-use publication with articles, charts, and an interview on topics of interest to people 16-20 years old. How to buy a used car, getting along with a roommate, avoiding scams in the marketplace, and coping with the cost of living are just a few of the topics.

Available from: Alberta Consumer and Corporate Affairs
Box 1616

Cost: Free

***Clark, T.K. and Crane, F.G. *Consumer Behaviour in Canada: Theory and Practice*.** Toronto: Harcourt Brace Jovanovich, Canada, 1990. (ISBN 0-7747-3103-6)

A text book which provides a Canadian perspective on consumer behaviour.

Available from: Harcourt Brace Jovanovich, Canada

Cost: $47.45

***Dupont, Elaine and Gaulin Huguette. *The Consumer's Guide*.** Quebec [City]: Les Publications du Quebec, 1988. (ISBN 2-551-08296-X)

Shows you how to plan and manage your purchases in all avenues of living.

Available from: Les Publications du Quebec
Cost: $14.95

Advertising

Alberta Consumer and Corporate Affairs. *Mom Buy Me That. Edmonton: The Department, 1990.

An indispensable parents' guide to children's advertising. A colourful joint workbook for parents and their children aged 5 to 12, the booklet will help parents identify facts and issues concerning children's advertising.

Available from: Alberta Consumer and Corporate Affairs
Box 1616

Cost: Free

Consumer Law

***Batten, Jack and Harris, Marjorie. *Everyday Law: A Survival Guide for Canadians*.** Toronto: Key Porter, 1987. (ISBN 1-55013-041-2)

A general reference book to inform Canadians about their rights and responsibilities and to explain how the Canadian legal system works.

Available from: Key Porter
Cost: $16.30

***_Canadian Woman's Legal Guide_.** Toronto: Doubleday, 1987. (ISBN 0-385-25066-5)

A comprehensive and authoritative book dealing with women's rights in the home, workplace and legal system.

Available from: Doubleday Canada Ltd.
Cost $31.50

Kronby, Malcolm C.** ***Canadian Family Law. Rev. ed. Toronto: Stoddart, 1991. (ISBN 0-7737-5424-5)

This straight-forward guide to Canadian law answers such questions as: What are the rights and obligations arising from "common-law" marriage? Do I need a "legal separation" before divorce? How does joint custody affect the parents and children?

Available from: Stoddart
Cost: $12.95

Sterk, John.** ***Alberta Conveyancing Law & Practice. 2nd ed. Toronto: Carswell, 1987. (ISBN 0-459-39870-9)

Intended as a convenient reference for those dealing with real estate and mortgage transactions on a regular basis. Contains examples of legal forms with instructions for proper completion and execution.

Available from: Carswell Legal Publications
Cost: $56.00

Student Legal Services of Edmonton.** ***Consumer Law. (Pamphlet) Edmonton: Student Legal Services, 1990.

Layman's guide to consumer law. Focuses on credit and buying and selling transactions.

Available from: Student Legal Services
Cost: Free

Energy and Conservation

Canada, Energy Mines and Resources.** ***Residential Wood Heating, a Homeowner's Guide. Ottawa: The Dept., 1987. (ISBN 0-662-15415-0)

Information on the different types of wood-heating equipment and how to install and operate this equipment safely.

Available from: Renewable Energy Branch, Energy, Mines and Resources Canada
Cost: Free

Herbert, Ralph J. ***Cut Your Electric Bills in Half.*** Emmaus, PA: Rodale Press, 1989. (ISBN 0-8787-818-8)

Herbert aims to show "consumers how to reduce their consumption of electricity and how to save money without sacrificing their life-style."

Available from: Rodale
Cost: $12.95

Nisson, J.D. Ned & Dutt, Gautam. ***The Superinsulated Home Book.*** New York: Wiley, 1985. (ISBN 0-471-88734-X)

Superinsulation is a method of designing and building houses using innovative methods and products. This resource volume contains pertinent information tested in the field.

Available from: John Wiley
Cost: $25.50

Environmental Issues

***The Canadian Green Consumer Guide.** Toronto: McClelland & Stewart, 1991. (ISBN 0-7710-7147-7)

A discussion in a Canadian context of how each of us, as consumers, can take steps to prevent further harm to our environment.

Available from: McClelland & Stewart
Cost: $14.95

Caplan, Ruth. ***Our Earth, Ourselves.*** New York: Bantam, 1990. (ISBN 0-553-34857-4)

A hands-on guide that provides practical advice on what we can do to reverse the damage already done to our air, water and land.

Available from: Bantam Books of Canada
Cost: $13.95

Degler, Teri.** ***The Canadian Junior Green Guide. Toronto: McClelland & Stewart, 1990. (ISBN 0-7710-7157-4)

An easy-to-read, one-stop handbook for the fight against acid rain, global warming, too much garbage, and other environmental problems.

Available from: McClelland & Stewart
Cost: $12.95

50 Simple Things You Can Do To Save The Earth. Berkeley: Earthworks Press, 1989. (ISBN 0-929-634-063)

A book that shows people how to do something about global environmental problems.

Available from: Earthworks Press
Cost: $6.50

Gordon, David (ed.).** ***Green Cities: Ecologically-sound Approaches to Urban Space. Montreal: Black Rose Books, 1990. (ISBN 0-921689-54-3)

Imagine a city with clean waterways and wilderness corridors linking downtown wildlife preserves to the surrounding countryside. Imagine landscapes that require only water which comes as rain, and where central sewage systems are no longer used because neighbourhoods reprocess their own wastes. This is the image proposed in Green Cities.

Available from: University of Toronto Press
Cost: $20.50

Gribbin, John ***The Hole in the Sky, Man's Threat to the Ozone Layer.*** New York: Bantam, 1988. (ISBN 0-553-27537-2)

A full discussion of the past and present experiments and studies on the ozone layer and what can be done by you to prevent further damage.

Available from: Bantam Books of Canada
Cost: $4.95

Griss, Paul** ***The Daily Planet, A Hands-On Guide to A Greener Environment. Toronto: Key Porter, 1990. (ISBN 1-55013-216-4)

The Daily Planet is a practical guide that shows you how to make small changes in your life-style that will ultimately have maximum benefits for the environment.

Available from: University of Toronto Press
Cost: $16.95

Hollender, Jeffrey A. ***How to Make The World A Better Place: A Guide To Doing Good.*** New York: Quill, 1990. (ISBN 0-688-08479-6)

Over 120 specific actions that will make a difference, from recycling tips and conservation techniques, to ideas on where you can invest your money so it will do the most good.

Available from: MacMillan
Cost: $13.95

Hynes, H. Patricia. ***Earth Right, What You Can Do in Your Home, Workplace and Community to Save Our Environment.*** Rocklin, Prima Pub., 1990. (ISBN 1-55958-027-5)

This is a guide to taking action, intended to give you information so that you will know how to make a difference.

Available from: McClelland & Stewart
Cost: $15.00

Johnson, Gordon K.** ***Environmental Tips, How You Can Save This Planet. Calgary: Detselig, 1990. (ISBN 1-55059-011-1)

This book shows how adults and children can adopt useful "envirotips" to make a difference in our environment.

Available from: Detselig Enterprises
Cost: $13.95

Johnson, Lorraine.** ***Green Future: How to Make A World of Difference. Markham: Penguin, 1990. (ISBN 0-14-012301-6)

Green Future explores the major issues and shows how each of us can make a difference, offering practical suggestions for positive action.

Available from: Penguin Books Canada
Cost: $14.95

Lamb, Marjorie.** ***2 Minutes A Day For A Greener Planet. Toronto: Harper Collins, 1990. (ISBN 0-00-215682-2)

This book offers tips and common sense that people can put into use as they go about their daily life.

Available from: Harper & Collins Books
Cost: $14.95

MacEachern, Diane. ***Save Our Planet, 750 Ways You Can Help Clean Up The Earth.*** New York: Dell, 1990. (ISBN 0-440-50267-5)

Hundreds of tips to follow to make tangible progress towards restoring vitality to the earth.

Available from: Bantam Books of Canada
Cost: $12.95

Naar, Jon. ***Design For a Livable Planet, How You Can Help Clean Up The Environment.*** New York; Harper & Row, 1990. (ISBN 0-06-096387-5)

This book explains, in straightforward language, the causes and effects of environmental pollution and offers solutions - practical steps you can take to begin cleaning up and preventing further damage.

Available from: Harper Collins
Cost: $16.95

Food and Nutrition

Bender, Arnold E. ***Health or Hoax? The Truth About Health Foods and Diets.*** Buffalo: Prometheus Books, 1986. (ISBN 0-87975-318-8)

To help the consumer evaluate claims being made by the diet-aid and health-food industry.

Available from: Prometheus Books
Cost: $19.95

Johns, Stephanie Bernardo.** ***The Allergy Guide to Brand-name Foods and Food Additives. Scarborough: NAL, 1988. (ISBN 0-452-26059-0)

This clear and concise reference will help all food-sensitive people make informed decisions and keep tight control on the foods they buy and eat.

Available from: New American Library
Cost: $14.50

Remington, Dennis W. ***The Bitter Truth About Artificial Sweeteners.*** Provo, Utah: Vitality House International Inc., 1987. (ISBN 0-912547-049)

Discusses the problems associated with artificial sweeteners and suggests alternatives.

Available from: Vitality House International Inc.
Cost: $13.20

Health and Safety

Barrett, Stephen. ***Health Schemes, Scams and Frauds.*** Mount Vernon: Consumers Union, 1990. (ISBN 0-89043-330-5)

This updated edition provides vital consumer protection by helping the consumer identify and avoid health quackery.

Available from: Consumers Union
Cost: $19.50

Bausell, R. Barker. ***How to Evaluate and Select a Nursing Home.*** Reading: Addison Wesley, 1988. (ISBN 0-201-07263-7)

This book is designed to assist and direct you through the maze of terms, people and decisions required to evaluate and select a facility.

Available from: Addison-Wesley Publishers Ltd.
Cost: $12.00

Berner, Mark S.** ***The Canadian Medical Association Guide to Prescription and Over-The-Counter Drugs Montreal: Reader's Digest, 1990. (ISBN 0-88850-162-5)

A guide for the general public, to increase your knowledge of drugs, what they are prescribed for, how to take them, how they work and what their side effects and possible drug interactions are.

Available from: Reader's Digest
Cost: $35.95

Bohuslawsky, Maria.** ***End of the Line: Inside Canada's Nursing Homes. Toronto: James Lorimer & Co., 1989. (ISBN 1-55028-290-5)

A picture of nursing homes in Canada which leaves no stones unturned. Many of the elderly suffer neglect and abuse while others profit from these institutions. There are also some who are trying to improve nursing homes, and seek positive alternatives.

Available from: James Lorimer & Co.
Cost: $16.95

The Columbia University School of Public Health: Complete Guide to Health and Well-Being After 50. New York: Times Book, 1988. (ISBN 0-8129-1325-6)

Learn how to cope with losses, how to recognize medical warning signs and what to do about them. Practical guidelines are given on how to change habits to be healthier.

Available from: Random House
Cost: $31.95

Graedon, Joe and Graedon, Teresa.** ***50+: The Graedons' People's Pharmacy For Older Adults. Toronto: Bantam Books, 1988. (ISBN 0-553-33485-4)

Designed for people who are fifty or older, this book is a guide to prescription drugs, side effects and saving money with generics. It also discusses facts on life extension, overcoming anxiety, insomnia and depression, meeting nutritional needs and much more.

Available from: Bantam Books
Cost: $17.95

****A Guide To Homes For Seniors in Canada*** Don Mills: U Choose, 1988. (ISBN 0-919159-83-4)

A directory of homes for Senior Citizens which provides a comprehensive tool to use in your search for a retirement home.

Available from: Moving Publications Ltd.
Cost: $12.95

Jones, J. Alfred and Phillips, Gerald M. ***Communicating With Your Doctor: Rx for Good Medical Care.*** Carbondale: Southern Illinois University Press, 1988. (ISBN -0-8093-1367-7)

Learn how to get the best medical care with suggestions on how to select, evaluate and communicate with a doctor.

Available from: Southern Illinois University Press

Cost $22.25

Long, James W.** ***The Essential Guide to Prescription Drugs. New York: Harper Collins, 1991. (ISBN 0-06-273067-3)

This book provides information on generic and brand name drugs and the benefits and risks of many prescription drugs used today.

Available from: Harper Collins
Cost: $19.00

Wolfe, Sidney M. ***Worst Pills, Best Pills: The Older Adult's Guide to Avoiding Drug Induced Death or Illness.*** Washington, Public Citizen Research Group, 1988. (ISBN 0-93718851-4)

Discusses, with actual examples, the dangers related to the use of prescription drugs by older adults.

Available from: Pantheon Books
Cost: $16.95

Home-based Business

Alberta Economic Development and Trade. Small Business Division.** ***Small Business Series. Edmonton: Alberta Economic Development and Trade, 1989. (ISBN 1-55006-182-8)

A series of booklets: Starting a Small Business; Financing a Small Business; Operating a Small Retail Business; Operating a Small Manufacturing Business; Operating a Small Service Business; Selecting a Small Business Computer System; Bookkeeping for a Small Business; Marketing for a Small Business.

Available from: Alberta Economic Development and Trade, Small Business Division
Cost: Free

Cook, Peter D.** ***Start Your Own Business, the Canadian Entrepreneur's Guide. Rev. Toronto: Stoddart, 1989. (ISBN 0-7737-5309-5)

This handbook offers practical advice on starting your own business and achieving financial independence.

Available from: Stoddart
Cost: $14.95

Gallander, Benjamin** ***The Canadian Small Business Survival Guide, How to Start and Operate Your Own Successful Business. Willowdale, Hounslow, 1988. (ISBN 0-88882-094-1)

This guide is designed to help the reader decide if a business venture is worthwhile and how to provide the material to help it thrive.

Available from: Hounslow Press
Cost: $14.95

Hynes, William G.** ***Start and Run a Profitable Craft Business: A Complete Step-by-Step Business Plan. 2nd ed. Vancouver: Self-Counsel Press, 1986. (ISBN 0-88908-644-3)

This book provides step-by-step instructions for setting up and operating a successful craft business.

Available from: International Self-Counsel Press
Cost: $10.95

Ontario. Ministry of Municipal Affairs. Research and Special Projects Branch.** ***Home Occupations. Toronto: Ministry of Municipal Affairs, 1987. (ISBN 0-7729-2382-6)

Addresses home-based businesses from a planning and regulatory perspective, with an emphasis on Ontario.

Available from: Ontario Government Bookstore
Cost: $5.00

Sheedy, Edna.** ***Start and Run a Profitable Home-Based Business. Vancouver: International Self Counsel Press, 1990. (ISBN 0-88908-877-2)

A first year guide to starting a business and getting it running.

Available from: International Self Counsel Press
Cost: $12.95

Household Hints

Arnett, Janet.** ***673 Ways to Save Money. Markham, ON: Fitzhenry & Whiteside, 1987. (ISBN 0-88902-975-X)

This book is a blueprint for cutting costs by several thousand dollars.

Available from: Fitzhenry & Whiteside
Cost: $9.50

Aslett, Don. ***How do I Clean the Moosehead? and 99 More Tough Questions About Housecleaning.*** New York: New American Library, 1989. (ISBN 0-452-26297-6)

One hundred interesting short chapters on difficult housecleaning.

Available from: New American Library
Cost: $9.95

Berthold-Bond, Annie. ***Clean & Green, The Complete Guide to Nontoxic and Environmentally Safe Housekeeping.*** Woodstock, Ceres Press, 1990. (ISBN 0-9606138-3-8)

This book is an excellent reference to help us reduce the manufacture, use and disposal of toxic substances.

Available from: Bookpeople
Cost: $14.50

Birnes, Nancy H. ***Cheaper and Better: Homemade Alternatives to Store Bought Goods.*** New York: Harper & Row, 1987. (ISBN 0-06-096057-4)

Lists homemade recipes, with known, safe and familiar ingredients for a multitude of items including: sweets; beverages; food; liqueurs; cleaners; gardens; children's play; decorating and cosmetics. An interesting guide for all self-sufficient consumers.

Available from: Fitzhenry & Whiteside
Cost: $17.95

Campbell, Jeff. ***Spring Cleaning.*** New York: Dell Trade Paper Work, 1989. (ISBN 0-440-50162-8)

Jeff Campbell and the Clean Team show you how to save time when attacking major house-cleaning jobs.

Available from: Dell Trade Paper Work
Cost: $7.95

Florman, Monte. ***How to Clean Practically Anything.*** Rev. ed. Mount Vernon, N.Y.: Consumers Union of U.S. 1989. (ISBN 0-89043-284-8)

Explains the most efficient way to clean all kinds of household and personal items.

Available from: Consumer Reports Books
Cost: $11.50

Groberman, Jeff and Yardley, Colin.** ***The Complete Garage Sale Book. Toronto: General Publishing, 1987. (ISBN 0-7736-7131-5)

All the necessary steps to a successful garage sale are now at your fingertips. How to advertise, make your signs, price and lay out your items for display, handle cash and keep accounts, and even how to organize a neighbourhood garage sale.

Available from: General Publishing
Cost: $5.95

The Household Chartalog: 100 Charts of Kitchen Tips, Equivalents, Cleaning Hints...and Much Much More. New York: Collier Books, 1989. (ISBN 0-02-038101-8)

A compendium of critical facts that often seem to elude us related to the kitchen, entertaining, health and nutrition, first aid and safety, home and car care, the garden, travel and other essentials of day to day living.

Available from: Collier Books
Cost: $10.95

Mitchell, Harris.** ***You Wanted to Know: Simple, Practical Answers to More Than 1,200 Common Household Problems. Rep. ed. Don Mills, Ont.: General, 1989. (ISBN 0-7737-5306-0)

A complete guide to do-it-yourself home maintenance and repair. Includes everything from attic insulation to restoring shrunken wool.

Available from: General
Cost: $9.95

****Reader's Digest Practical Problem Solver.*** Montreal: Reader's Digest, 1991. (ISBN 0-88850-166-8)

Practical Problem Solver is packed with helpful, easy-to-understand information on recycling and renewing. It also reveals how familiar household items can be used to solve commonplace problems.

Available from: Reader's Digest
Cost: $40.00

Rodale's Book of Shortcuts: Advice, Tips and Techniques. Emmaus, PA: Rodale Press, 1988. (ISBN 0-87857-720-3)

This book on shortcuts will help you plan tasks and get results quickly.

Available from: Rodale Press
Cost: $21.95

Rodale's Complete Home Products Manual: the best guide for using and maintaining your appliances, tools, furnishings and more! Emmaus, PA: Rodale Press, 1989. (ISBN 0-87857-798-X)

A manual that shows you how to repair and maintain your furnishings and appliances.

Available from: Rodale Press
Cost: $14.85

Housing and Real Estate

Goldenberg, David M.** ***Mortgages and Foreclosure: Know Your Rights. 5th ed. Vancouver: International Self-Counsel Press, 1989. (ISBN 0-88908-853-5)

What are the rules about prepaying a mortgage? How easy is it to renew a mortgage? What will the bank do if I can't pay? Can my house be sold without my permission? An Alberta lawyer answers these and other questions.

Available from: International Self-Counsel Press
Cost: $7.60

Heldmann, Carl. ***Be Your Own House Contractor.*** Pownal VT: Storey Communications, 1986. (ISBN 0-88266-410-7)

By being your own house contractor, savings up to 25% can be attained. This book explains each step in non-technical language.

Available from: Harrowsmith Books
Cost: $12.95

Home Improvement Cost Guide. Mount Vernon: Consumers Union, 1987. (ISBN 0-89043-147-7)

Covers dozens of home projects explaining what you should know before you attempt the work yourself or hire a contractor.

Available from: Consumers Union
Cost: $18.00

Lauer, Robert J.** ***Your Agent and You: Surviving the Canadian Real Estate Game. Vancouver: White Cap Books, 1989. (ISBN 0-921061-66-8)

This book offers advice on how to find a competent agent who will help you with your real estate requirements.

Available from: White Cap Books
Cost: $14.45

Madorma, James. ***The Home Buyer's Inspection Guide.*** Whitehall, Betterway, 1990. (ISBN 1-558-70-146-X)

This book covers all the important technical aspects of house construction with comparisons and checklists to make the task easier.

Available from: Raincoast Books
Cost: $15.95

Manning, Helen.** ***Selling Your Own Home: A Step By Step Guide. Toronto: Summerhill Press, 1989. (ISBN 0-920197-84-1)

Shows you how to save thousands of dollars by becoming your own real estate agent.

Available from: University of Toronto Press
Cost: $9.95

McNeill, Patricia.** ***Landlording in Canada, A Practical Business and Legal Guide. Vancouver: International Self-Counsel Press, 1987. (ISBN 0-88908-668-0)

Is it legal to restrict rental to adults only? How can one select good tenants? What kind of financial records are necessary? These and many other concerns of landlords are discussed.

Available from: International Self-Counsel Press
Cost: $13.45

Oddy, Russell.** ***For Sale By Owner: Sell Your Own Home and Save Thousands. 3rd ed. Vancouver: International Self-Counsel Press, 1987. (ISBN 0-88908-645-1)

This book explains what a consumer can do to succeed in selling their own home.

Available from: International Self-Counsel Press
Cost: $6.25

Philbin, Tom.** ***How to Hire a Home Improvement Contractor Without Getting Chisled. New York, St. Martin's Press, 1991. (ISBN 0-312-04576-X)

Information on how to find a contractor or architect, finance your project, negotiate a contract and know how to ensure the job is done right.

Available from: McClelland & Stewart
Cost: $18.95

Silverstein, Alan.** ***Alan Silverstein's Home Buying Strategies For Resale Homes. Rev. ed. Toronto: Stoddart, 1989. (ISBN 0-7737-5325-7)

If you are considering buying a home for the first time or trading in your present home, this book is for you. Discusses where to look, how to determine how much you can afford, making offers, finding real estate agents and how to look for hidden costs.

Available from: Stoddart
Cost: $14.95

Silverstein, Alan.** ***The Perfect Mortgage: Your Key to the Cost of Home Ownership. Toronto: Stoddart Publishing Co., 1989. (ISBN 0-7737-5276-5)

How to shop for and choose the mortgage that is right for you.

Available from: Stoddart
Cost: $9.95

*Steacy, Richard. ***Canadian Real Estate.*** 7th ed. Don Mills: Musson Publishing, 1987. (ISBN 0-7737-2114-2)

A wealth of information for buyers, sellers, professionals and consumers. Includes discussions on: mortgages, leasing, lawyers' services, and buying a hotel, cottage or farm.

Available from: Stoddart
Cost: $26.95

*Stewart, George C. ***Real Estate Buying/Selling Guide for Alberta.*** Vancouver: International Self-Counsel Press, 1990. (ISBN 0-88908-259-6)

This book gives a concise explanation of all the stages in a real estate transaction and explains the responsibilities of the seller, buyer, agent and lawyer.

Available from: International Self-Counsel Press
Cost: $8.95

*Turner, Garth. ***Garth Turner's 1987-88 Canadian Real Estate Guide.*** Don Mills: Collier Macmillan, 1987. (ISBN 0-920197-38-8)

A practical real estate investment guide containing techniques and advice on buying and selling--at the right time.

Available from: Summerhill Press
Cost: $11.95

*Weiss, Gary. ***Small Investor's Guide to Making Money in Canadian Real Estate.*** Toronto: Stoddart, 1987. (ISBN 0-7737-5110-6)

A guide for the real estate investor. Discusses the rewards and pitfalls of Canadian real estate investments.

Available from: Stoddart
Cost: $12.95

Insurance

****Insurance Pages: Who Writes What in Property/ Casualty Insurance in Canada.*** Toronto: Colander, 1988. (ISBN 0-9691197-7-1)

This marketing directory lists companies that may be willing to insure unusual or "difficult to place" risks or classes of business.

Available from: Colander
Cost: $15.00

*McLeod, William E. ***The Canadian Buyer's Guide to Life Insurance.*** 7th ed. Scarborough: Prentice-Hall, 1989.

The latest information on the different types of Canadian life insurance.

Available from: Prentice-Hall Canada Inc.
Cost: $8.87

Two sources of free and inexpensive Canadian insurance materials are:

Insurance Bureau of Canada
#1105 - 10080 Jasper Avenue
Edmonton, AB
T5J 1V9
423-2212
Toll free: 1-800-232-7275

Canadian Life and Health
Insurance Association Inc.
20 Queen St. W., #2500
Toronto, ON
M5H 3S2
(416) 977-2221
Toll Free: 1-800-268-8099

Investments and Taxation

Alberta Consumer and Corporate Affairs.** ***2000 A.D.: A Guide to Financial Awareness. Rev. ed. Edmonton: The Department, 1989.

This easy-to-read booklet provides helpful information on financial planning, creating savings, investment alternatives and putting money to work to earn a profit.

Available from: Alberta Consumer and Corporate Affairs
Box 1616

Cost: Free

Chilton, David.** ***The Wealthy Barber, The Common Sense Guide to Successful Financial Planning. Kitchener: Financial Awareness Corp., 1989. (ISBN 0-9693557-0)

Simple concepts, common sense and an insight into human nature creates a set of practical guidelines that will benefit all Canadians between ages twenty and forty-five.

Available from: Financial Awareness Corp.
Cost: $13.95

Coltman, Michael M.** ***Franchising in Canada: Pros and Cons. Vancouver: International Self-Counsel Press, 1987. (ISBN 0-88908-667-2)

Before buying, an entrepreneur needs to be aware of the legal aspects, financial commitment and practicalities of franchising in today's market.

Available from: International Self-Counsel Press
Cost: $6.95

Costello, Brian.** ***Making Money From Your Mortgage. Toronto: Random House, 1987. (ISBN 0-394-22022-6)

Strategies and extensive explanations that will help the home buyer.

Available from: Random House
Cost: $19.95

DeMont, John and LeMay, Tracy.** ***Financial Post Guide to Mutual Funds. Toronto: Random House, 1988. (ISBN 0-394-22066-8)

If you are interested in investing in mutual funds but can't tell an open from a closed end fund, this book is for you. It examines the various types of funds, and assesses their potential as RRSP investments.

Available from: Random House
Cost: $8.95

Dunnan, Nancy. ***Dun & Bradstreet's Guide To Your Investments***. New York: Harper & Row, annual. (ISSN 73-18050)

This is a standard source book for both investment adviser and the individual investor. Though American, it is a very good guide to investing.

Available from: Fitzhenry & Whiteside
Cost: $24.50

Foster, Dennis L. ***Franchising For Free: Owning Your Own Business Without Investing Your Own Cash***. New York: Wiley, 1988. (ISBN 0-471-625558)

Shows you how to obtain financing to start your franchise business and guides you through steps to achieve a successful franchise.

Available from: John Wiley and Sons
Cost: $18.95

Grenby, Mike.** ***Mike Grenby's Tax Tips. 10th ed. Vancouver: International Self-Counsel Press, 1988. (ISBN 0-88908-851-9)

More than 180 tax-saving tips, plus some handy forms, can help ease you through the Canadian tax maze.

Available from: International Self-Counsel Press
Cost: $7.95

Ingram, David.** ***David Ingram's Investment Guide. Surrey, Hancock House, 1990. (ISBN 0-88839-239-7)

A survey of investments for the '90s, with practical tips on how to make your mortgage deductible, advantages of RRSPs, and how to prosper in bad times.

Available from: Hancock House Publishers
Cost: $14.95

Jacks, Evelyn.** ***Jacks on Tax Savings. Toronto: McGraw-Hill Ryerson, 1989. (ISBN 0-07-549714X)

Evelyn Jacks—tax columnist, editor, television producer/host, and business education instructor—explains complicated tax laws in an easy, non-technical manner.

Available from: Renouf Publishing
Cost: $15.45

Kelman, Steven G. and Friedland, Seymour.** ***Investment Strategies, How to Create Your Own and Make It Work for You. Toronto: Financial Times, 1988. (ISBN 0-14-010606-5)

This book covers the issues involved in putting together an investment strategy, the risks involved and the benefits of diversifying.

Available from: Financial Times of Canada
Cost: $9.95

Kelman, Steven G.** ***RRSPs 1990: Everything You Need to Know. Toronto: Financial Times of Canada, 1990. (ISBN 0-14-012685-6)

A straightforward, no nonsense guide to retirement savings strategies.

Available from: Financial Times of Canada
Cost: $16.45

Pape, Gordon.** ***Gordon Pape's 1990-1991 Guide to Mutual Funds. Scarborough, Prentice-Hall, 1990. (ISBN 13-362211-8)

This guide rates all Canadian mutual funds currently available with a performance record of at least three years.

Available from: Prentice-Hall
Cost: $8.95

Pape, Gordon.** ***Gordon Pape's 1991 Guide to RRSPs. Scarborough, Prentice-Hall, 1991. (ISBN 0-13-362443-9)

After years of delay, the overhaul of the retirement savings system is set to take effect. This book covers the changes that will make RRSPs even more attractive.

Available from: Prentice-Hall
Cost: $8.95

Pape, Gordon.** ***Low-Risk Investing. Scarborough: Prentice-Hall, 1989. (ISBN 0-13-541293-5)

A definitive Canadian guide to personal financial success for the conservative investor.

Available from: Prentice-Hall
Cost: $15.95

Horry, Isabella and Pipes, Sally.** ***Tax Facts 7, The Canadian Consumer Tax Index and You. Vancouver: Fraser Institute, 1990. (ISBN 0-88975-125-X)

A detailed province-by-province analysis of the total direct and hidden tax bill. Enables Canadians to measure changes in the price we pay for government.

Available from: Fraser Institute
Cost: $12.95

Ryce, Victoria M.** ***Market Wise: Your Personal Investment Program. Toronto: Stoddart, 1988. (ISBN 0-7737-5143-2)

Information you need to benefit from investing is here in manageable, bite-size pieces.

Available from: Stoddart
Cost: $18.95

Sievers, Marc.** ***Investing Successfully in Canadian Mutual Funds. Toronto: Stoddart, 1988. (ISBN 0-7737-5194-7)

An all-purpose guide that will help everyone, including the beginning investor, obtain a greater return on their investment.

Available from: Stoddart
Cost: $14.95

***_Through the Mutual Funds Maze_.** Toronto: Grosvenor House, 1988. (ISBN 0-919959-37-7)

Answers many questions about mutual funds; how they work; how to develop an investment plan to meet your objectives, and how to select the best fund for you.

Available from: Grosvenor House
Cost: $12.95

Money Management

Alberta Consumer and Corporate Affairs.** ***Taking Charge of Your Money. Rev. ed. Edmonton: The Department, 1989.

Poor money management leads to paying more, doing without, and falling behind. Managing money is a skill everyone can learn. Taking Charge gets you started.

Available from: Alberta Consumer and Corporate Affairs
Cost: Free

Birch, Richard.** ***The Family Financial Planning Book, a Step-by-Step Money Guide for Canadian Families. Toronto, Key Porter, 1989. (ISBN 1-55013-137-0)

This planning book offers practical strategies that demonstrate how you can achieve above-average financial security with a minimum of risk.

Available from: Copp Clark Pitman
Cost: $16.95

Brown, Kathleen H.** ***Personal Finance For Canadians. Scarborough: Prentice-Hall, 1991. (ISBN 0-13-65-87259)

Personal Finance For Canadians provides the basics of personal financial management. Part one, Financial Planning, shows how to assess goals, budget and plan income tax strategies. Part two, Financial Security, provides information on investments, possible risk and insurance. Part three covers all aspects of credit.

Available from: Prentice-Hall
Cost: $35.00

Canada Consumer and Corporate Affairs.** ***Are You Heading for Consumer Bankruptcy?. Ottawa: Consumer and Corporate Affairs, 1987. (ISBN 0-662-55737-9)

This booklet helps determine whether you have debt problems and whether you are headed for consumer bankruptcy. It provides guidelines for resolving financial difficulties and avoiding them in the future.

Available from: Consumer and Corporate Affairs Canada
Cost: Free

Cut Your Bills in Half: Thousands of Tips to Save Thousands of Dollars. Emmaus, Penn: Rodale Press, 1989. (ISBN 0-87857-818-8)

How to cut your costs on food, clothing, transportation, furniture, home, education, travel and much more.

Available from: Sidall and Associates
Cost: $24.74

*__Deloitte & Touche Canadian Guide to Personal Financial Management__. Scarborough, Prentice-Hall, 1990. (ISBN 0-13-201690-7)

Planning forms will help you develop an individual financial plan geared exclusively to your own lifestyle and goals.

Available from: Prentice-Hall
Cost: $15.95

*__Financial Post Moneywise (Game)__. Toronto: Financial Post, 1988.

An entertaining and educational game about personal finance. For two to four players, ages fourteen and up.

Available from: Moneywise, The Game
Cost: $29.95

*Goheen, Duncan S. __Planning For Financial Independence: Choose Your Lifestyle, Secure Your Future__. Vancouver: Self-Counsel Press, 1988. (ISBN 0-88908-672-9)

Financial independence is the result of good planning and a sound program of capital accumulation. Using tools of investment and savings, you can develop the expertise to make long-term financial plans to achieve a higher standard of living.

Available from: International Self-Counsel Press
Cost: $11.95

Lewin, Elizabeth S. __Financial Fitness Through Divorce__. New York: Facts on File, 1987. (ISBN 0-87196-265-9)

A formula for facing the financial realities of divorce. Along with practical advice, the book contains sample plans and worksheets.

Available from: Facts on File
Cost: $14.95

*MacFarlane, Lynne. __Double Income Families, Money Management for Working Couples.__ Toronto, Key Porter, 1990. (ISBN 1-55013-240-7)

Designed to help working couples by explaining how to determine a modern household's net worth and how to keep track of spending as a basis for budgeting.

Available from: Copp Clark Pitman
Cost: $18.95

*MacInnis, Lyman. __Get Smart!: Make Your Money Count__. Scarborough, Ont.: Prentice-Hall Canada, 1989. (ISBN 0-13-355942-4)

How to handle personal financial planning, income tax and the stock market.

Available from: Prentice Hall
Cost: $22.95

Mrtvicka, Edward F. __The Bank Book__. New York, Harper & Row, 1989. (ISBN 0-06-096332-8)

Argues that your bank is "your financial enemy." Discusses credit, mortgages and savings.

Available from: Harper & Collins Books of Canada
Cost: $9.56

*Pape, Gordon. __Building Wealth: Achieving Your Financial Goals__. Scarborough: Prentice-Hall, 1988. (ISBN 0-13-154295-8)

With self discipline, you can build wealth through mutual funds, stocks and bonds, RRSPs and real estate. The commitment to learn how to invest properly will help you achieve your goals.

Available from: Prentice-Hall
Cost: $14.95

Parker, Alan.** ***Credit, Debt and Bankruptcy, How to Handle Your Personal Finances. Vancouver: Self-Counsel Press, 1990. (ISBN 0-88908-958-2).

This book describes, in detail, the credit industry, debt and credit law, and successful remedies for getting out of debt.

Available from: International Self-Counsel Press
Cost: $7.95

Peterson, Jean Ross. ***It Doesn't Grow on Trees.*** Whitehall: Betterway, 1988. (ISBN 0-932620-965)

Teaches children how to have a healthy attitude towards money and put it into daily practice in order to be successful when faced with choices in adult life.

Available from: Raincoast Books
Cost: $12.00

Peterson, Jean Ross. ***Turn Chaos Into Cash: A Complete Guide to Organizing and Managing Your Personal Finances.*** White Hall: Betterway Publications, 1989. (ISBN 1-55870-129-X)

This is a money management guide and workbook complete with reproducible forms, worksheets, a detailed glossary of financial terms, and scores of information resources. The author covers all the important record-keeping elements such as investments, automobile insurance and service records, household expenses and short-term and long-term financial goal projections.

Available from: Raincoast Books
Cost: $11.25

Porter, Sylvia. ***Sylvia Porter's Your Finances in the 1990s.*** New York: Prentice-Hall, 1990. (ISBN 0-13-879776-5)

In the next decade you will need sound, sensible financial advice and you will find it in the pages of Sylvia Porter's Your Finances in the 1990s.

Available from: Prentice-Hall
Cost: $28.95

Schulman, Margaret B. ***Single, Together and Savvy: A Money Guide for Unmarried Couples.*** Washington, D.C.: Fintapes Inc., 1988.

Build a smoother, safer and smarter unmarried life together by understanding the financial issues you may face - the possible implications of seemingly harmless decisions. Get answers to questions you never thought to ask. Learn how to handle your joint expenses, avoid potential pitfalls; what goes into a non-marital agreement and why.

Available from: Fintapes
Cost: $14.95

Thomsett, Michael C. ***Homeowners Money Management.*** Emmaus, PA: Rodale Press, 1987. (ISBN 0-87857-674-6)

A guide to financial planning for homeowners who view their homes as the foundation of their personal wealth.

Available from: Rodale Press
Cost: $13.00

****Touche Ross Canadian Guide to Personal Financial Management.*** 4th. ed. Scarborough Ont.: Prentice-Hall Canada, 1989. (ISBN 0-13-923046-7)

Canada's most comprehensive and straight forward guide to money management. Workbook format includes thirty different forms which will become your financial plan. In short, this guide will show you how to achieve your financial goals.

Available from: Prentice-Hall Canada
Cost: $15.95

Turner, Garth.** ***Garth Turner's Survival Guide: Personal Financial Planning for Canadians. Toronto: Summerhill Press, 1988. (ISBN 0-920197-48-5)

To become financially independent, you have to be agressive, you have to work hard and you have to be informed.

Available from: Summerhill Press Ltd.
Cost: $13.50

Watters, Graydon.** ***Financial Pursuit, Canada's Working Guide to Personal Wealth. Toronto: FKI, 1988.
(ISBN 0-9693593-0-6)

This book is written in simple, easy-to-understand language using lots of charts, tables and worksheets to help you with your financial planning.

Available from: Audreys Bookstore
Cost: $24.95

Weiner, Andrew.** ***Financial Post Moneywise Dictionary of Personal Finance. Toronto: Random House, 1987. (ISBN 0-394-22007-2)

Includes definitions for terms used in budgeting, real estate, financial services, investments and insurance.

Available from: Random House
Cost: $12.40

Wylie, Betty Jane, and MacFarlane, Lynne.** ***Everywoman's Money Book. Rev. ed. Toronto: Key Porter, 1989. (ISBN 1-55013-142-7)

Considered to be the single best source of financial advice for women, it now has been revised to include tax reform, and changes to pension and family law. Its new emphasis is on the working woman.

Available from: Key Porter Books
Cost: $16.95

Retirement

Senior Citizen's Advisory Council For Alberta.** ***Programs for Seniors. Edmonton: The Department, annual.

Among the services listed are: general information, retirement income, leisure opportunities, learning opportunities and legal services.

Available from: Senior Citizen's Advisory Council For Alberta

Cost: Free

Bray, Arthur.** ***Financial Planning for Early Retirement. Don Mills, Ont.: CCH, 1989.
(ISBN 0-88-796-505-9)

Provides detailed information on planning for retirement, particularly early retirement. The emphasis lies with the importance of proper planning for the individual.

Available from: CCH Canadian Ltd.
Cost: $8.64

Drabek, Jan.** ***The Golden Revolution: Retirement Styles for the 1990's. Toronto: Macmillan, 1989.
(ISBN 0-7715-9203-5)

Today's senior population need to start planning retirement by making choices about when to retire, where to live, what to do and how to finance it all.

Available from: Macmillan of Canada
Cost: $17.95

Hesse, Jurgen.** ***Mobile Retirement Handbook: A Complete Guide to Living and Travelling in an RV. Vancouver: Self Counsel Press, 1988.
(ISBN 0-88908-691-5)

What to consider when planning recreational vehicle travel including costs, destinations, how to travel in an RV, taking care of your home and affairs while you are away, and safety and camping tips while on the road.

Available from: International Self Counsel Press
Cost: $9.95

Longhurst, Patrick and Earle, Rose Marie.** ***Your Pension, The Complete Guide to Pension Planning in Canada. Toronto: Doubleday, 1991.
(ISBN 0-385-25269-2)

Explains in understandable, non-technical language how a pension works and how you can plan for your future.

Available from: Doubleday
Cost: $14.95

***Polson, Kirk and Breh, George. *Retire Right: How to Manage Your Money and Achieve Financial Freedom*.** Markham, Ont.: Penguin Books, 1989. (ISBN 0-14-012300-8)

One of the Financial Times Personal Finance Library series, which discusses annuities, pensions and registered retirement income funds (RRIF).

Available from: Penguin Books Canada Ltd.
Cost: $12.95

Smith, Wesley J. *The Senior Citizen's Handbook*. Los Angeles: Price Stern Sloan, 1989. (ISBN 0-89586-795-8)

Considers the issues facing todays senior citizens including health, financial security, stretching the consumer's dollar and making an active contribution to society. It provides details on how to live comfortably.

Available from: Price Stern Sloan Inc.
Cost: $14.00

Transportation

***_Autopinion_.** Ottawa: Canadian Automobile Assoc., annual. (ISSN 0836-1630)

A handy buyer's guide to new and used vehicles. Includes information on: automobile insurance and leasing; vehicle safety recalls; fuel consumption ratings; and the annual used car performance award.

Available from: Alberta Motor Association
Cost: $4.95

Edmonston, Phil and Wills, Jim. *Lemon-Aid Driver's Companion*. Toronto: Stoddart, 1991. (ISBN 0-7737-5425-3)

This book is for drivers who want to become better drivers, smarter car owners and informed consumers.

Available from: Stoddart
Cost: $11.95

***Edmonston, Phil. *Lemon-Aid New Car Guide*.** Toronto: Stoddart, annual. (ISBN 0-7737-5223-4)

A Canadian book that evaluates new vehicles for economy, reliability and safety. Advises when to buy a new car, lists dealer groups who give the best and worst service, and much more.

Available from: Stoddart
Cost: $15.95

***Edmonston, Phil. *Lemon-Aid Used Car Guide*.** Toronto: Stoddart, annual. (ISBN 0-7737-5226-9)

A practical guide for consumers interested in buying a used car. It shows how to prevent buying a defective car or paying too much.

Available from: Stoddart
Cost: $15.95

Gillis, Jack. *The Car Book: An Indispensable Guide to the Safest, Most Economical New Cars*. New York: Harper & Row, 1988. (ISBN 0-06-096115-5)

Provides the consumer with an overall comparison of cars in terms of safety, fuel economy and maintenance.

Available from: Fitzhenry & Whiteside
Cost: $15.00

***Gray, Jeffrey. *Used Car Buying Strategies*.** Toronto: Random House, 1987. (ISBN 0-394-22009-9)

A comprehensive guide to the decisions and procedures involved in purchasing a used car. Written by a lawyer, the book includes sample letters, a checklist and a purchase agreement contract.

Available from: Random House
Cost: $12.50

Stevenson, Chris Arnold. ***Auto Repair Shams and Scams, How to Avoid Getting Ripped Off.*** Los Angeles: Price Stern Sloan, 1990. (ISBN 0-89586-648-X)

Written for the person who knows very little about cars, this book offers advice on how to protect yourself from mechanics who lead you to excessive and unnecessary repair costs.

Available from: H.B. Fenn & Company
Cost: $13.95

While there are a number of car buyer guides available at local newstands, most of these publications do not critically evaluate automobile models. They are useful for information and car specifications. One example is Car and Driver's Buyers Guide.

Consumer Reports and *Canadian Consumer* magazine publish a list of recommended used cars in their April periodical.

The Automobile Protection Association has also published a "Complaint Kit". Membership in the Association entitles you to receive the kit and copies of their "Bulletin". The cost is $25 per year and the Association is located at:

292 St. Joseph Boulevard West
Montreal, PQ H2V 2N7

Libraries wishing to obtain notices of "Vehicle Recalls" and "Tire Recalls" should contact:

Transportation Canada
Road and Motor Vehicle
Traffic Safety Branch
Tower C, 21st Fl., Place De Ville
Ottawa, ON K1A 0N5

Wills and Estates

Allen, William and Thomas.** ***Estate Planning Handbook. **Scarborough, Carswell, 1991.** (ISBN 0-459-35611-9)

This book gathers together some important elements of estate planning, as a quick and handy guide.

Available from: Carswell
Cost: $25.00

Gottselig, Cheryl.** ***Probate Guide for Alberta. Rev. ed. Vancouver: International Self-Counsel, 1990. (ISBN 0-88908-258-8)

A step-by-step guide to probating an estate.

Available from: International Self-Counsel Press
Cost: $11.95

Gottselig, Cheryl.** ***Wills for Alberta: How to Make Your Own Will. 7th ed. Vancouver: International Self-Counsel Press, 1987. (ISBN 0-88908-246-4)

This guide explains how to make a will that avoids confusion or legal problems for your heirs.

Available from: International Self-Counsel Press
Cost: $6.50

Miscellaneous

Blocksma, Mary. ***Reading the Numbers: A Survival Guide to the Measurements, Numbers and Sizes Encountered in Everyday Life.*** New York: Penguin Books, 1989. (ISBN 0-14-010654-4)

This book explains the numbers we face every day. From clothing sizes, heart rate (pulse), to sandpaper and tires; these numbers are useful.

Available from: Penguin Books
Cost: $10.95

Bodner, Richard A. ***Money Saving Secrets of Smart Airline Travellers.*** White Hall, VA: Betterway, 1986. (ISBN 0-93260-65-5)

Detailed information on discount fares, frequent flyer programs and more. American oriented but some Canadian information is included.

Available from: Raincoast
Cost: $4.95

Boehm, Helen F. ***The Right Toys: A Guide to Selecting the Best Toys for Children.*** New York: Bantam Books, 1986. (ISBN 0-553-34304-1)

Discusses the appropriate toys for each age group to help develop motor and cognitive skills and stimulate intellectual curiosity.

Available from: Bantam Books (Canada)
Cost: $10.95

Cline, Bev.** ***Franchising: A Complete Guide for Canadian Buyers and Sellers. Toronto: Key Porter Books, 1989. (ISBN 1-55013-113-3)

Want to buy or sell a franchise? Bev Cline's book is the one for you. Discusses both large and small operations, different opportunities, choosing a franchise, contacts, and franchising an established business.

Available from: Key Porter Books
Cost: $16.95

Delaney, John F.** ***Travelwise, A Guide to Safety, Security and Convenience When You Travel. Vancouver: Self-Counsel Press, 1989. (ISBN 0-88908-697-4)

This book covers modes of travel, how to travel in safety and comfort, and how to make sure you get out of dangerous situations alive and well.

Available from: International Self-Counsel Press
Cost: $7.95

Morgan, Ernest. ***Dealing Creatively With Death: A Manual of Death Education and Simple Burial.*** 11th ed. Burnsville, N.C.: Celo Press, 1988. (ISBN 0-914064-266)

This book is a small encyclopedia on death related problems: social, emotional, philosophical and practical. It is written simply and sensitively, drawing on direct experiences.

Available from: Celo Press
Cost: $11.00

Olive, David. ***Just Rewards: The Case For Ethical Reform in Business.*** Toronto: Key Porter, 1987. (ISBN 1-55013-053-6)

The public today is becoming disaffected with the corporate world and investors are demanding improved social responsibility from companies.

Available from: Key Porter
Cost: 26.30

Portnoy, J. Elias. ***Let the Seller Beware: The Complete Consumer Guide to Getting Your Money's Worth.*** New York, Collier, 1990. (ISBN 0-02-0360479)

A consumer marketing expert maps out strategy for you by providing easy-to-follow telephone scripts, letters that get action and methods for handling face-to-face interactions, among other tactics, to get you your money's worth.

Available from: Collier MacMillan
Cost: $12.95

Rosenstock, Janet.** ***Child Care: Options for Working Parents. Toronto: Methuen, 1985.
(ISBN 0-458-99650-5)

This is a book for all working parents who must evaluate and choose from among the many child care alternatives available today.

Available from: Methuen c/o General Publishing Co.
Cost: $14.95

Svigals, Jerome. ***Smart Cards: The New Bank Cards.*** New York: Macmillan Publishing, 1987.
(ISBN 0-02-948901-6)

The smart card (an integrated circuit or chip card) will change the way consumers bank, pay bills, keep records and fight fraud.

Available from: Collier Macmillan Canada
Cost: $43.00

West, Michael M.** ***Chubb Guide to Home Security. Toronto: Key Porter Books, 1989.
(ISBN 1-550213-152-4)

Covers every aspect of protecting your home, by the top name in residential and commercial security.

Available from: Key Porter Books
Cost: $14.95

Weintz, Caroline. ***The Discount Guide for Travellers Over 55.*** New York: E.P. Dutton, 1988.
(ISBN 0-525-48358-6)

A guidebook to help save older travellers many dollars on travel costs without sacrificing comfort or convenience.

Available from: Beaverbooks
Cost: $9.95

Wylie, Betty Jane.** ***Beginnings, A Book For Widows. Toronto: McClelland & Stewart, 1988.
(ISBN 0-7710-9027-7)

This revised edition helps today's widow cope with the changes in the workplace and social activities.

Available from: McClelland & Stewart
Cost: $12.95

8 AUDIO-VISUALS

Alberta Consumer and Corporate Affairs.** ***Happy Endings: How to Hire a Contractor. Calgary: Access Network, 1988.
1 videocassette(19 min.): sd., colour; 1/2 in.

An Alberta couple present what to do in terms of planning, getting estimates, hiring a contractor, and signing the contract, right through to the "happy ending" of enjoying the home improvement.

Available from: Access Network
Cost: $12.50 plus cost of tape

Cizek, Les. ***Inspecting a House Before You Buy***
Vancouver: AIM Educational Aids, 1985.
1 videocassette.

Covers the inspection of the roof and foundation as well as information on what to look for throughout the interior of the house and basement.

Available from: AIM Educational Aids
Cost: $60.00

******Consumer Fraud: Games Con Men Play.*** Toronto: Canadian Learning, 1982.
1 videocassette (15 min.): sd., colour; 1/2 in.

Learn how to avoid being ripped off by consumer fraud. Consumers cite examples of how they were taken in by mail fraud, bait and switch selling techniques and door-to-door con men.

Available from: Canadian Learning Company
Cost: $271.50

Consumer Reports. ***Cars: How to Buy a New or Used Car and Keep it Running (Almost) Forever.***
Irvine, CA: Karl-Lorimar, 1986.
1 videocassette (50 min.): sd., colour; 1/2 in.

A comprehensive, consumer information videocassette that helps individuals make good car buying decisions. Seven topics are colour-coded for quick reference.

Available from: Consumer Reports Home Video
Cost: $22.45

Consumer Reports. ***Traveling, How to Spend Less and Enjoy It More.*** Toronto: Karl Lorimar, 1986.
1 videocassette.

Five sections covering planning, getting there, home away from home, how to be a well equipped traveler and health and safety aspects.

Available from: Consumer Reports Home Video
Cost: $32.00

Keeping It on the Road ... Or, How to Get Your Car Fixed Right the First Time. Washington: Direct Selling Education Foundation, 1986.
1 videocassette (15 min.): sd. colour; 1/2 in.

An automotive repair video designed for consumer agencies to show on local cable television channels. Accompanied by a manual which includes the script and instructions on how to use the video on cable or at community meetings.

Available from: The Direct Selling Education Foundation
Cost: $15.00

******Medical Legal Issues: Rights and Responsibilities.***
Calgary: Access Network, 1983.
1 videocassette (30 min.): sd., colour; 1/2 in.

Patients are pressing for recognition of their rights, causing health professionals to re-evaluate their legal and ethical responsibilities to the patients they treat.

Available from: Access Network
Cost: $12.50 plus cost of tape

Revenue Canada Taxation.** ***Stepping Through Your Tax Return. Ottawa, The Department, 1990. 1 videocassette.

This video helps you to complete your tax return. It covers all schedules allowing you to stop the tape as you see fit and enabling you to fast forward through the parts that don't apply to your particular situation.

Available from: Revenue Canada
Cost: Free

******You and the Law*. Calgary: Access Network, 1987. 10 programs (15 min. each): sd., colour; 1/2 in.

1. Marriage and Common Law
2. Contract and Consumer Law
3. Landlord and Tenant Law
4. Divorce
5. Insurance
6. Wrongful Dismissal
7. Small Claims Court
8. Labour Law
9. Domestic Violence
10. Wills

This series is designed to cover aspects of the law which are misunderstood.

Available from: Access Network
Cost: $12.50 per program plus cost of the tape

9 ASSOCIATIONS AND ORGANIZATIONS

Alberta Agriculture Publications
J. G. O'Donoghue Building
7000 - 113 Street
Edmonton, AB T6H 5T6
427-2151

Copies of publications.

Alberta Consumer and Corporate Affairs Offices

Calgary: 301 Centre 70
7015 Macleod Trail, South
P.O. Box 5880
Postal Station A
T2H 2M9
297-5700

Camrose: Aspen Business Park
4911-47 Street
T4V 1J9
679-1733

Edmonton: 3rd fl., Capilano Centre
9945 - 50 Street
T6A 0L4
427-5782

Fort McMurray: 5th fl., West Tower
9915 Franklin Avenue
T9H 2K4
743-7231

Grande Prairie: Provincial Building
10320 - 99 Street, Box 7
T8V 6J4
538-5400

Lethbridge: #300 Professional Building
740 - 4 Avenue South
Bag Service 3014
T1J 4C7
381-5360

Medicine Hat: Provincial Building
346 - 3 Street S.E.
T1A 0G7
529-3535

Peace River: Peace River Provincial Building
9621 - 96 Avenue
Bag 900, Box 9
T8S 1T4
624-6214

Red Deer: Provincial Building
4920 - 51 Street
T4N 6K8
340-5241

General department information, complaints and licensing information.

Alberta Motor Association
2nd fl., 10310-39A Avenue
Edmonton, AB T5J 6R7
430-6800

Consumer information on automobiles and auto products. Service available to AMA members only.

Alberta Transportation
Transportation Safety Branch
Twin Atria Building
4999 - 98 Avenue
Edmonton, AB T6B 2X3
427-2731

Automobile defects information.

Alberta Women's Secretariat
8th fl., Kensington Place
10011 - 109 Street
Edmonton, AB T5J 3S8
422-4927

Referral service, information and pamphlets on topics of particular concern to women.

Automobile Protection Association
292 St. Joseph Boulevard W
Montreal, PQ H2V 2N7
(514) 273-1733

Automobile information for members of the Association. The Association acts as a lobbyist.

Automotive Service and Repair Association (Alta)
205, 12910 - 50 Street
Edmonton, AB T5A 402
476-8711

Complaints and inquiries regarding automobile service and repair businesses in Alberta. Service available to member firms only.

Better Business Bureau of Central and Northern Alberta
#514 Capital Place
9707 - 110 Street
Edmonton, AB T5K 2L9
482-2341

Better Business Bureau of Calgary
404 - 630 - 8 Avenue SW
Calgary, AB T2P 1G6
269-3905

Complaints and inquiries about businesses.

Calgary Association of Women and the Law
c/o Faculty of Law
University of Calgary
2500 University Drive NW
Calgary, AB T3E 3A2

Information and brochures about legal issues of concern to women.

Canada Mortgage and Housing Corporation
200, 10216 - 124 Street
Box 1273
Edmonton, AB T5J 2M8
482-8700

Federal Government housing programs

Canadian Direct Marketing Association
1 Concorde Gate
Suite 607
Don Mills, ON M3C 3N6
(416) 391-2362

Complaints regarding mail advertising. Individuals can ask to have their name removed from mailing lists.

Canadian Life and Health Insurance Association
20 Queen Street West, Suite 2500
Toronto, ON M5H 3S2
(416) 977-2221
Toll Free: 1-800-268-8099

Publications and information on life insurance.

Canadian Standards Association
1707 - 94 Street
Edmonton, AB T6N 1E6
450-2111

Enquiries on Canadian standards.

Consumer and Corporate Affairs Canada

Edmonton: 10225 - 100 Avenue
T5J 0A1
495-2480

Calgary: 3rd Floor, 510 - 12 Ave. S.W.
T2R 0H3
292-5604

Information on hazardous products.

Consumer and Corporate Affairs
Provices a directory of services including marketing practises, product safety and weights and measures.

Consumers' Association of Canada
49 Auriga Drive
Nepean, ON K2E 8A1
(613) 723-0187

Edmonton: Alberta Branch
304, 10136 - 100 Street
T5J 0P1
426-3270

General consumer enquiries. The Association publishes *Canadian Consumer* magazine and acts as a lobbyist.

Edmonton Power Customer Service
10065 Jasper Avenue
Edmonton, Alberta
T5J 3B1
448-3010

Publications on appliance selection and use.

Environmental Health Department

Edmonton: #500, 10216 - 124 Street
T5N 4A3
482-1965

Calgary: 320 - 17 Avenue SW
P.O. Box 4016, Stn. C
T2T 5T1
228-7400

Concerns about rental housing accommodations, food establishments and public health nuisances.

Equifax Canada
Credit Bureau

Edmonton: 2nd fl., 10525 - 170 Street
T5P 4W2
424-7122

Calgary: 220, 3105 - 5 Avenue N.E.
T2A 6T8
424-7122 (direct line)

Individuals can ask to see their credit files.

Grant MacEwan Community College
Consumer Education Project
8020 - 118 Avenue
Edmonton, AB
T5B 0R8
477-0200

General consumer information.

Health and Welfare Canada
Health Protection Branch

Edmonton: #840, 9700 Jasper Ave.
T5J 4C3
495-2626

Calgary: 282, 220 - 4 Avenue SE
P.O. Box 2958, Stn. M
T2P 3R9
292-4650

Information on economic fraud, packaging and labelling of drugs, cosmetics and devices. The Department is also concerned with potential health hazards.

Insurance Bureau of Canada
1105 - 10080 Jasper Avenue
Edmonton, AB T5J 1V9
423-2212
Toll free: 1-800-232-7275

Publications and information on insurance.

Landlord & Tenant Advisory Board
10237 - 98 Street, Musial Building
Edmonton, AB
T5J 0M7
428-2525

Other offices located in Banff, Calgary, Fort McMurray, Jasper, Medicine Hat and Red Deer.

Information and pamphlets on landlord and tenant concerns.

Legal Aid Society of Alberta
300 Revillon Building
10320 - 102 Avenue
Edmonton, AB
T5J 4A1
427-7575

Other offices are located in Calgary, Red Deer, Lethbridge, Peace River and Medicine Hat.

Individuals on low income who are in need of legal assistance.

Legal Resource Centre
10049 - 81 Avenue
Edmonton, AB
T6E 1W7
492-5732
Toll free: 1-800-232-1961

Questions concerning the law, for laymen.

Lethbridge Community College
Community Education
3000 College Drive S
Lethbridge, AB
T1K 1L6
320-3323

General consumer information.

Medicine Hat Community College
Division of Community Education
299 College Drive, SE
Medicine Hat, AB
T1A 3Y6
529-3811

General consumer information.

Motor Dealers Association of Alberta

Edmonton: 9249 - 48 Street
T6B 2L8
468-9552

Calgary: 3320B-9 Street SE
T2G 3C3
287-3890

Complaints and inquiries regarding new car dealerships.

Northwestern Utilities
Blue Flame Kitchen
10035 - 105 Street
Edmonton, AB
T5J 2V6
420-1010

Household hints and recipes.

Statistics Canada
Regional Office
8th fl., Park Square
10001 Bellamy Hill
Edmonton, AB
T5J 3B6
495-3023

Statistical information.

Telephone Help Lines:

Citizen Action Centre
2nd fl., Chancery Hall
#3 Sir Winston Churchill Square
Edmonton, AB
T5J 2C3
428-2489

Information about city services, handling of complaints and problem registry.

Dial-A-Law
Calgary Legal Guidance
100, 615 Macleod Trail S.E.
Calgary, AB
T2G 4T8
234-9266
Toll free: 1-800-332-1091

Pre-recorded tapes provide general information about the law.

Energy Matters (Inquiry Line)
Alberta Department of Energy
Energy Conservation Branch
10010 - 106 Street
2nd fl., Highfield Place
Edmonton, AB
T5J 3L8
427-5200
Or: Dial 0 and ask for Zenith 22339

Home energy techniques and products, publications and seminars.

Health Line
Community Connections
203, 10711 - 107 Avenue
Edmonton, AB
T5H 0W6
428-4288

Tape-recorded messages on health topics.

Lawyer Referral Service
Law Society of Alberta
#600, 919 - 11 Avenue, S.W.
Calgary, AB
T2R 1P3
229-4700
Toll free: 1-800-332-1110

Assists people who are financially able to retain a lawyer by providing three names of local lawyers in a desired field, and arranging an initial consultation.

Textile Analysis Service
315 B Printing Services Building
University of Alberta
Edmonton, AB
T6G 2N1
492-3832

Lab analysis of textile performance and general information on textiles. Small fee for analysis of drycleaning problems.

Transport Canada
Road Safety and Motor Vehicle
Regulation Directorate
Tower C, Place de Ville
21st fl.
Ottawa, ON
K1A 0N5
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Automobile and tire safety-related defects.

10 PUBLISHERS, PRODUCERS AND SUPPLIERS

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26 Prince Andrew Place
P.O. Box 580
Don Mills, ON M3C 2T8

AIM Educational Aids
Box 86704
North Vancouver, B.C.
V7L 4L2

Alberta Agriculture
Print Media Branch
J.G. O'Donoghue Building
Main fl., 7000 - 113 Street
Edmonton, AB T6H 5T6

Alberta Agriculture
Statistics Branch
J.G. O'Donoghue Building
3rd fl.,7003 - 113 Street
Edmonton, AB T6H 5T6

Alberta Consumer and Corporate Affairs
Box 1616
Edmonton, AB T5J 2N9

Alberta Consumer and Corporate Affairs
Resource Centre
22nd fl., 10025 - Jasper Avenue
Edmonton, AB T5J 3Z5

Alberta Economic Development and Trade
Small Business Division
6th fl., Sterling Place
9940 - 106 Street
Edmonton, AB T5K 2P6

Alberta Motor Association
Box 3740, Station "D"
Edmonton, AB T5L 4J5

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427-8862

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Toronto, ON M5X 1E1

Canadian Government Publishing Centre
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2229 Kingston Rd., Suite 1
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Box 370
Bath, ON K0H 1G0

Canadian Securities Institute
Suite 360, 33 Yonge Street
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Canadian Toy Testing Council
Box 6014, Station J
Ottawa, ON K2A 1T1

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164 Commander Blvd.
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10225 - 100 Avenue
Edmonton, AB T5J 0A1

Consumer Association of Canada Books
Box 9300
Ottawa, ON K1G 3T9

Consumer Information Centre
P.O. Box 100
Pueblo, CO 81009

Consumer Reports Books
c/o Addison-Wesley Publishers Limited
26 Prince Andrew Place
Box 580
Don Mills, ON M3C 2T8

Consumer Reports Home Video
17942 Cowan Avenue
Irvine, CA 92714

Consumers Union
256 Washington Street
Mount Vernon, NY 10553

Co-operative Extension Service
University of Massachusetts
Amherst, MA 01003

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Seattle, WA 98145-0153

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Kitchener, ON N2N 1E2

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Washington, DC 20006

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Philadelphia, PA 19106

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James Lorimer & Co. Limited
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Toronto, ON M5A 1R7

John Wiley & Sons Canada
22 Worcester Road
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K.G. Saur
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Mines and Resources Canada
580 Booth Street
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Senior Citizen's Advisory Council For Alberta
Rm. 405, 10109 - 106 Street
Edmonton, AB T5J 3L7

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34 Lesmill Road
Don Mills, ON M3B 2T6

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Student Legal Services
114 Law Centre
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5201 Dufferin St.
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Saskatchewan, SA S7K 2C4

White Cap Books
1086 West Third Street
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William Collins Sons & Co. Canada
* See Harper Collins Canada Ltd.

Work Well Publications
Suite 521 - 620 View Street
Victoria, BC V8W 1V6

Writer's Digest Books
F&W Publications Inc.,
1507 Dana Avenue
Cincinnati, OH 45207

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